

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

*Helping People
Help the Land*

Phone: (651) 602-7900
FAX: (651) 602-7914

(Today's Date)

TO: Bryan A. Welp, Budget Officer

SUBJECT: FY07 Year-End GPC Transactions - Attachment 2

This letter requests approval to charge the following item(s) to the account of the cardholder listed below:

Cardholder Name:

Office Location:

<u>Product / Service Description</u>	<u>Amount</u>
Example #1	\$X,XXX.XX
Example #2	XX.XX
 Total Charges	 \$X,XXX.XX

The above transactions will occur after the August 31st deadline for purchases. All items requested are necessary to conduct operations in the current fiscal year. If there are any questions, please contact the cardholder at (###) ###-####.

(Sign Here)

ASTC(FO) NAME

ASTC(FO), Area #

(Sign Here)

WILLIAM HUNT

State Conservationist